STATE OF CALIFORNIA   JOHN CHIANG,
                                                        California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: June 30, 2009   CALATERS LETTER #09-007

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: DON SCHEPPMANN, Chief
           Personnel/Payroll Services Division

RE: CalATERS FISCAL YEAR 2009/2010 FILE LOAD SCHEDULE

           The CalATERS staff has updated the Calaccount and Calxref files with the new budget year accounting data (fiscal year and chapter). You may view the updated version of your Calaccount (High Level Account Code) and Calxref (Detailed Account Code) data online via the CalATERS Reporting System under "Maintenance".

           Due to an overwhelming number of requests from departments, the CalATERS staff will postpone updating the Calprofile records for ALL departments until after COB July 10, 2009. This update process will change the funding information in every employee's profile to reflect the new budget year accounting data (fiscal year and chapter). We anticipate the update process will be completed by BOB July 13, 2009. Meanwhile, between now and July 13, 2009 no maintenance Calprofile updates will be processed. After the update process is completed, we will upon request produce a CD containing your updated Calprofile data for your review. Requests must be submitted via email to the CalATERS Help Desk at calaters@sco.ca.gov no later than July 17, 2009.

           Until the Calprofile records are updated with the new budget year accounting data on July 13, 2009, use specialized account coding for any fiscal year 2009/2010 expense claims that were in progress or awaiting departmental approval prior to the file updates. Omission of this specialized account coding step will cause the claims to be charged against the fiscal year 2008/2009 budget year. Departmental accounting staff will need to then process fund corrections for such claims.

           If you have questions, please contact the CalATERS Help Desk and reference this CalATERS Letter. Thank you.

           DS: EA: ec